

**National Association of Japanese Canadians**

**National Executive Board**

**ZOOM MEETING MINUTES**

**Thursday, December 15, 2016**

(All meetings: 8pm EST; 7pm CST; 6pm MST; 5pm PST)

**Start Time: 8:40 pm EST**

1. Roll Call:

David Mitsui, President Lorene Oikawa, Vice President

Noreen Kuroyama, Treasurer Michiko Yano Shutttleworth, Secretary

Bev Ohashi, Past President Susanne Tabata, Director

Eiko Eby, Director Lisa Uyeda, Director

Susan Matsumoto Terumi Kuwada, Interim NA

Ken Noma – Executive Director

1. Minutes Recorder: Ken Noma
2. **Moved** by Lorene Oikawa, seconded by Bev Ohashi to approve the agenda as amended.

 -Carried

1. **Moved** by Lisa Uyeda, seconded by Eiko Eby to approve the October 15-16, 2016 minutes -Carried
2. Business Arising from NEB Meetings/Minutes

i. 2016-17 Budget Dave/Ken

 Chairs confirmed the 2016-2017 budget re-allocations from October NEB meeting

 **Moved** by Eiko Eby, seconded by Bev Ohashi to hire William Archibald to

 create a master list of the 22,000 Japanese Canadians incarcerated by the Canadian Government during World War II. An amount of up to $2,000 will be allocated towards this project. –Carried

 It was recommended that Mr. Archibald first examine the list of available names that has been compiled by the Nikkei National Museum, Burnaby prior to determining whether a visit to the Library and Archives Canada is warranted. This project will come under the ED and Special Projects

 Advisor.

 **Moved** by Susan Matsumoto, seconded by Lorene Oikawa to approve the

 Appointment of Terumi Kuwada to oversee the transition/training process

 after December 5, 2016 until such time a replacement National Administrator

 is hired and her services are no longer required. – Carried

 **Moved** by Michiko Yano-Shuttleworth, seconded by Susan Matsumoto to

 Accept the Terms of Service for the Advisor for Special Projects as amended.

 - Carried

 **Moved** by Lorene Oikawa, seconded by Eiko Eby to appoint Tosh Kitagawa

 As Advisor for Special Projects. – Carried

 **Moved** by Lisa Uyeda, seconded by Susanne Tabata that Bryan Tomlinson

 Be appointed as the Chair of the Young Leaders Committee

 - Carried with one objection by Bev Ohashi

 It was noted that the YL Committee must bring forward specific projects

 beyond conferences and identify clear objectives and strategies for the engagement of a larger community of youth prior to NEB budget approval.

ii. 2016-17 Strategic Plan Bev

 No discussions at this time

 iii. 2017-18 Strategic Plan Dave/Bev

 Further discussions will take place at the January NEB meeting

 iv. 2017-18 Budget Dave/Ken

Committee chairs were requested by the President to look at areas for cutbacks and potential revenue generation.

 v. Future Directions Team Bev

 Report in the Past President’s Report

 vi. Suzuka Scholarship Bev

 Report in the Past President’s Report

 vii. Conflict of Interest Forms Ken

 Forms have been distributed via email and will be collected at the January

 meeting

 viii. NEB Biographies and Photos on Website Ken/Lisa

 Lisa has provided a sample template to the NEB members

 ix. Charitable Status – Hastings Park Foundation Ken

 No report at this time

 x. CRRF follow-up Lorene

 No report at this time

 xiii. Funds approved to speak at Warrior Spirit Exhibit Dave

 Completed.

 xiv. Dr. John Price: 75 Years is Long Enough Ken/Lorene

 NEB approved support (via email) and eNews sent out.

 Strategy moving forward to be determined

 xv. Japanese Canadian War Memorial Report Linda Kawamoto Reid

 Report submitted to NEB

1. President’s Report

Report submitted to NEB

 Dave

National Administrator, Jim Suzuki’s, Resignation noted

NEB informed that the Executive Director’s 3 year contract ends Oct 2017 and

that he will be conducting the review followed by recommendation for action

Acknowledged Noreen’s work on the Quickbooks transition from Excel.

1. Treasurer’s Report Noreen

 Report was submitted to the NEB. Noreen acknowledged Kevin’s help in

 helping with the financial report for January 2017.

1. Executive Director’s Report Ken

Report filed with the NEB with action items for followup.

1. Interim National Administrator’s Report Terumi

 -Submitted to NEB

1. Past-President’s Report Bev

 Submitted to the NEB

1. NEB Standing Committee Follow-ups & Reports (maximum of 2 minutes per report)

 i. Human Rights Committee Lorene

 Report submitted to NEB

 **Moved** by Lorene Oikawa, seconded by Susanne Tabata to approve the

 Social Media Agreement Contract. –Carried

 **Moved** by Lorene Oikawa, seconded by Susanne Tabata to appoint Kayla

 Isomura as the Social Media service provider. - Carried

 Bilingual Human Rights Guide for Japanese Canadians was deferred

 to January

 ii. Membership Committee Eiko

 Report submitted to NEB

 Tracey Suzuki will be ordering NAJC swag bag items

 Recommendations made on the membership form and to separate

 individual membership from the member organization application form. In

 addition, an agreement form (rather than a signature) be added. Questions

 were raised around incentives and age categories necessitating a more

 detailed discussion in January.

 iii. Arts, Culture and Education Committee Susanne

 Report submitted to the NEB.

 Update on the JC Directory given with breakdown on the monetary and

 In-kind contributions by the partnership.

 Attempt will be made to acknowledge older generation of JC artists omitted

 From the Suzuki directory.

 **Action 1**: Terumi to report back on the revenue raised by the sale of the

 tee shirts.

 iv. Heritage Committee Lisa

 A full report will be made in January

 v. Community Development Committee Michiko

 Toronto Chapter will be making a donation to the Momiji Senior Centre

 towards their purchase of a van.

 Work on the Cosplay workshop in Toronto continues

 vi. Endowment Fund Committee Dave

 **Moved** by Lorene Oikawa, seconded by Michiko Yano-Shuttleworth

 to approve Kayla Isomura and Andre Boutin-Maloney to sit on the

 Endowment Committee for a term of two years.

 vii. Constitution, Resolutions and Bylaws Committee Susan

 Several areas of potential bylaw change has been identified and will be

 Discussed further by the Committee.

 **Action 2**: Need to clarify whether the bylaw changes passed by

 the National Council has been submitted to Corporations Canada.

 viii. Nominations Committee Dave

 None

 ix. National Honourary Advisory Committee Bev Report in the Past President’s Report

L. National Council Meetings and Reports

 i. Community Renewal Fund Dave

 Report submitted by Art Miki

 To date approvals given to JCAM, Kamloops, Vernon and the Nikkei

 National Museum.

 The Committee has forwarded recommendations for NEB discussion

M. New Business

 i. Ambassador of Japan Conference Dave

 The President and Lorene Oikawa have been invited to attend the Jan 12 and 13, 2017 meeting being held in Montreal.

N. Annual AGM’s and Conferences

i. 2016 Calgary AGM and Conference Update (Sept 9-11) Ken

 Receipts are still being collected and will be forwarded to Kevin.

ii. 2017 Ottawa AGM and Conference Update (Sept 22-24) Ken

 A video conference was held with the ED and the Ottawa organizing

 Committee on December 13th with discussions around workshops and

 budget.

 The President has sent a formal letter to Prime Minister Justin Trudeau inviting him to the Saturday night banquet and to deliver the keynote address.

O. Adjournment at 10:08 pm EST

**UPCOMING MEETINGS:**

NEXT MEETING: JANUARY 13, 14, 2017 TORONTO

NEB Meetings i. ZOOM Video Conference

-Tues Nov 8, 2016 (cancelled)

 -Tues Dec 13, 2016 (moved to Dec 15, 2016)

 -Tues Feb 14, 2017

 -Tues Mar 14, 2017

 -Tues Apr 11, 2017

 (All meetings: 8pm EST; 7pm CST; 6pm MST; 5pm PST)

 ii. FACE TO FACE MEETINGS

-Toronto -January 13-15, 2017

 -Location (Calgary?) -May 26-28, 2017

 -Ottawa /Gatineau -September 22-24, 2017 (AGM and Conference)

NATIONAL COUNCIL ZOOM Video Conference meetings with NEB:

 -Tue Mar 21, 2017

-Tue May 30, 2017

 (All meetings: 8pm EST; 7pm CST; 6pm MST; 5pm PST)

(NAJC-NEB-1Agenda-Dec2016)